

- c. For the prototype label, place FirstName, a space, and LastName on the first line; Street on the second line; and City, a space, State, a space, and Zip on the third line.
- d. Sort by Zip and then by LastName, and then type the report name **rptMemberLabels**.
5. Make a backup copy of the database, compact and repair, and then close the Training database.

Apply what you learned in the tutorial to create a custom report.

APPLY

Case Problem 3

Data File needed for this Case Problem: Agency.accdb (cont. from Tutorial 6)

Rossi Recycling Group Mary Rossi asks you to create a custom report for the Agency database so that she can better track donations made by donors and to create mailing labels. You'll do so by completing the following steps:

1. Open the **Agency** database located in the Access2\Case3 folder provided with your Data Files.
2. Create a query that displays the DonationDesc, DonationDate, and DonationValue fields from the tblDonation table, and the FirstName and LastName fields from the tblDonor table. Sort in ascending order by the DonationDesc, DonationDate, and LastName fields, and then save the query as **qryDonorDonations**.
3. Create a custom report based on the qryDonorDonations query. Figure 7-42 shows a sample of the last page of the completed report. Refer to the figure as you create the report.

Figure 7-42

Agency database custom report

Donation Date	First Name	Last Name	Donation Value
Donation Desc Sporting goods			
06/02/2013	Brian	Park	\$167.00
07/01/2013	Meredith	Delikamp	\$267.85
10/15/2013	Erika	Lange	\$246.00
Donation Desc Table linens			
01/31/2013	Sherill	Kussow	\$45.00
Donation Desc Table saw			
04/23/2013	Leland	Jaeger	\$265.00
Donation Desc Toys			
12/21/2013	Meredith	Delikamp	\$45.00
Donation Desc Vacuum cleaner			
02/24/2013	Rebecca	Lawry	\$84.00
Donation Desc Washer and dryer			
04/17/2013	Barbara	Schmidt	\$225.00
Donation Desc Welding tools			
11/02/2013	Gerald	Persinger	\$468.00
			\$10,469.40